

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, July 8, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	Chair
	Fernando Alvarado	Vice Chair
	Vicki Davis	Council Member
	Kathy Schwantes	Council Member

Others present: Human Resource Director Samantha Beckman and Interim City Administrator Brian Gramentz.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Wastewater Working Foreman Job Description Update (Motion)

Staff brought forth, for approval, updating the Wastewater Foreman job description to more accurately reflect the role now (last update was April 5, 2000). The Master Electrician License requirement was replaced with more Wastewater specific qualifications. The license requirement was only added in to the job description because the employee at the time already possessed the license. The electrical duties have not been required for the position for the last several years, would be an unusual requirement to maintain, and would make it extremely difficult to fill the job opening. A motion was made by Council Member Alvarado, seconded by Council Member Davis to approve the updated job description.

Item No. 4 Employee Personnel Policy – 5th Section (Motion)

Staff presented the fifth section of the updated employee personnel policy and the Exempt Employee Pay Policy obtained from the League of MN Cities. Text in black is League's recommended language, text in green is language pulled from our existing Personnel Policy, and text highlighted in yellow is a new policy being implemented at the City. The requirement that overtime must be approved by a supervisor in advance is being added to our written policy officially (although it has been implemented in practice). A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to adopt the fifth section of the new Personnel Policy. The optional Tuition Reimbursement Policy was discussed and agreed to be presented at the Council Meeting on July 29th for consideration.

Item No. 5 Employee Personnel Policy – 6th Section (Information)

Staff presented the sixth section of the updated employee personnel policy, the Sick Leave Donation Policy, and the Sick Leave Upon Separation Policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

Item No. 6 Miscellaneous (Information)

Labor Chair Mueske asked the committee if we needed a moderator at the mini retreat on July 29th or if there were any other agenda items. The committee did not see a need for a moderator and the proposed

agenda has the Springsted presentation of the Compensation Study, Pay Equity, and the Tuition Reimbursement Policy.

There being no further business to come before the Committee, the meeting was adjourned at 7:31 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman
Human Resources Director